Criminal Justice Information System (CJIS)

Industry Day Specifications

Criminal Justice Information System (CJIS) Industry day
Thu, May 26, 2016 10:00 AM - 11:00 AM Eastern Daylight Time

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1. Project Overview

Miami-Dade County (MDC) is seeking solutions from qualified firms to provide the most technically sound, scalable, and state of the art comprehensive case management solution to replace its current **criminal** justice case management / court docketing system supporting all areas of law and court administrative agencies. The proposed solution must deliver a fully modernized and integrated criminal justice solution for the Eleventh Judicial Circuit Court of Florida that will serve the information needs of all justice partner agencies and our citizens well into the 21st Century. Note: Civil, Family, Traffic, and Probate case management is not included within the scope of this initiative.

Miami-Dade County is in search of a replacement to its existing IBM mainframe hosted, in-house developed Criminal Justice Information System (CJIS). The technology of the current CJIS is over twenty years old and rapidly approaching its life cycle and obsolescence. CJIS is the system of record in Miami-Dade County for criminal cases, from time of arrest to case disposition. MDC's CJIS is used by approximately 150 local agencies that include municipal, state and federal law enforcement agencies. It is used to track over 120,000 open felony, misdemeanor, juvenile and dependency cases. At close to 10 million online transactions a year and producing approximately 1,000 reports, it is one of the largest legacy systems maintained by 11 dedicated county personnel.

1.1 Industry Day

Miami-Dade County is preparing to host an Industry day and convene prospective top tier court case management system vendors. The purpose of the Industry Day is for vendors to demonstrate their application and associated product offerings in the field of court case management systems and describe how their solutions fulfill the Circuit's business requirements. County staff will be on hand to discuss with vendors their product and gather additional information as it pertains to scope, functionality, and best practices. Furthermore, a general overview of likely project costs, as provided by vendors, associated with such an initiative would be most welcome. General questions related to the pending proposal will be accepted during the meeting for consideration.

The session's objectives are essentially two-fold. Emphasis will be placed on information-sharing and exchange of ideas so that:

1) Companies are fully informed and achieve a thorough understanding of the Circuit's needs and challenges
2) MDC staff are exposed to current industry best practices and prospective solutions

Industry Day will be held at the Stephen P. Clark Government Center, 111 Northwest 1st Street, Room XX-X, in Miami, on XXXX, 2016. Attendance at the Industry Day/Pre-proposal/Pre-bid conference is recommended; however, attendance is neither required nor a prerequisite for proposal/bid submission and will not be considered in the evaluation. All expenses associated with attendance will be the responsibility of the participant(s).

Check-in will begin at 9:00 am Eastern Standard Time and the meeting will begin at 10:00a.m. Eastern Standard Time. Details concerning registration to attend this event are available at the following website:

2. Background

The Eleventh Judicial Circuit of Florida, serving Miami-Dade County, is the largest in the state and the fourth largest trial court in the nation. Its 123 Circuit and County Court judges serve a population of 2.7 million in a 2,000 square mile area. Eighty judges preside in six Divisions of the Circuit Court and 43 judges preside in three Divisions of the County Court. The Eleventh Judicial Circuit has four main courthouses which house circuit and county court judges, the Administrative Office of the Courts (AOC), the Clerk's Office and other court-related personnel: the Richard E. Gerstein Justice Building, where circuit and county criminal cases are heard; the Lawson E. Thomas Courthouse Center, where family and domestic violence cases are heard; and, the Juvenile Justice Center, where juvenile delinquency and dependency cases are heard.

To provide the public with greater access to the court, county court judges also preside in five full-service branch (or district) courts throughout Miami-Dade County and hear the following matters: misdemeanor cases, traffic matters, municipal ordinance violations, civil matters not exceeding the sum of $5,000 (small claims), uncontested and simplified dissolutions of marriage, and non-criminal domestic and repeat violence injunction matters.
The Miami-Dade Clerk of the Court (COC) is the official record keeper for the courts within Miami-Dade County, Florida. COC has the responsibility for recording, certifying, and managing all court proceedings which are held within the Miami-Dade Criminal Court. As the official keeper of the court records, the mission of the Clerk's Office is to serve the citizens of Miami-Dade County and the participants in the judicial system in a timely, efficient, and ethical manner.

Criminal Court is comprised of two levels of operations: Circuit Criminal and County Criminal. County Criminal maintains the records of all misdemeanor arrests, certain civil infractions (boating and animal violations) and municipal or ordinance violations and is part of the Traffic/Misdemeanor Division. Circuit Criminal, conversely, receives and processes all felony affidavits of probable cause, grand jury indictments and arrest warrants. The COC enjoys a close working relationship with the AOC court in maintaining support to the judiciary. It provides a number of services to the public at the main courthouses, the branch courts and other facilities in Miami-Dade County, including collecting traffic and parking fines, filing pleadings, providing case information, etc.

3. Project Objectives

A fully modernized and integrated criminal justice solution must provide an organic environment that strives to improve the accuracy and completeness of the information records and enables timely availability of that information to authorized system users. Through the implementation of a new case management solution, MDC is seeking to streamline operations and transform the manner in which information is delivered to both the COC and MDC criminal justice constituents. The Circuit seeks to maximize the efficiency of the methods in which court information is accessed, processed, and transferred within the Court and its justice partners.

The implementation of a new CMS will change the organization's technological landscape and also bring about substantial change for COC in the way it conducts business. An effective implementation incorporates an organizational change management effort to address the various changes taking place with not only the technology, but also the business process and the people-focused changes. The combination of these activities is

identified as the "future state" of operations at the COC.   Today's premier case management solutions share a common set of functional best practices, which may be a consideration for the COC as a new system is explored.

The modernization of CJIS must incorporate and realize the following strategic business objectives:

- ✓ **Onetime Data entry** – Duplicate data entry will be reduced through automatic system data exchanges and improved processes so that resource efforts can be better focused on business needs.
- ✓ **Cost Effectiveness** – Systems must be modular so that components can be managed, updated, and replaced without requiring wholesale replacement.
- ✓ **Invest in Long-Term Solution that is Flexible** - Solution must provide a system that can accommodate different services, technologies and agencies over time. It should allow for the replacement of component applications over time without significantly affecting the overall integrated justice environment.
- ✓ **Reduction of Paper-Based Business Processes** – Justice Partners will reduce their reliance on paper-based information processing by pursuing a paper lite approach to business.
- ✓ **Increase the Accuracy, Timeliness, and Availability of Justice Information** – Solution must ensure that accurate justice data is available to authorized justice users when they need it. Data accuracy is enhanced by ensuring that data in entered by the source agency and is shared with justice agencies thus eliminating or reducing the need to duplicate data entry. Electronic transfer of data and improved integrations will reduce the delays in the flow of information between agencies resulting in streamlined business processes.
- ✓ **Improve the Efficiency of Justice Operations** – At many points within the business process, staff productivity can be enhanced through effective info sharing by: limiting/eliminating duplicate data entry, reducing time spent copying paper documents, reducing dependence on individuals within a justice agency, and reducing wasted time locating information or missing documents.
- ✓ **Balance and alignment of competing project priorities** from judges, administrators, justice partners, and the public.
- ✓ **Support operational decision making, business intelligence, and caseload management** – Provide tools and timely business intelligence information that improves workflow processes and assists the judiciary and Clerk's Office in making the transition from paper case files to an electronic bench.

4. Purpose and Scope

The project's ultimate goal, based on the Criminal Justice Modernization Policy Committee's (CJMPC) direction, is to provide Miami-Dade County with a centralized system serving the informational needs of all justice agencies that is derived from a unified vision incorporating agency functions while focusing on the broader goals of integration. A modernized CJIS will include, but is not necessarily limited to:

- ➢ processing all felony, misdemeanor, criminal traffic, domestic violence, juvenile delinquency cases
- ➢ supplementing initial data with additional information from various agencies to include State and County, as required, to form a complete record in one repository where the record is defined by agency/role
- ➢ reducing re-entry and storage of the same information in multiple systems
- ➢ providing for local configuration mitigating programming change requests

- ➤ allowing self-service reporting on an ad-hoc basis
- ➤ improving quality and timeliness of information providing for informed decision making enhancing the safety of the public and law enforcement
- ➤ facilitating the introduction of legislative changes and compliance with FL. Supreme Court and Florida Courts Technology Commission (FCTC) guidelines & mandates
- ➤ integrating, amplifying or replacing of existing applications that process criminal justice data throughout the criminal justice community
- ➤ supporting a paperless fully digitized environment for the 11th judicial circuit to comply with the Supreme Court of Florida AOSC09-30, AOSC11-399 Standards for Electronic Access to the Courts, Electronic Filing (eFiling) in the Trial courts of Florida
- ➤ implementing functionality in phases, such as by case type across functional areas, where applicable, to achieve quick efficiencies using newer technology and enhanced functionality
- ➤ insuring that interdependencies to critical applications remain functional until a replacement process is implemented
- ➤ allowing for seamless interfaces with existing applications that provide core functionality for a specific agency, such as but not limited to, a courtroom viewer to allow for electronic court records (ECR) courtroom processing
- ➤ allowing flexibility to address future case types, such as but not limited to, traffic case type and associated workflows

4.1 Scope

The circuit is seeking a comprehensive solution for the administration of all criminal cases. The scope of this analysis and the resultant underline requirements address both functional and technical aspects of the initiative. Functional requirements encompass all potential major case events and corresponding updates occurring throughout the life cycle of a criminal case. Major events from initiation and case creation through arraignment, case closure and charge disposition, and beyond. Fundamentally, a court case management system must provide comprehensive functionality to address the following areas of scope:

Court Case Management Solution (Functional)
- ▪ Case Initiation and Indexing
- ▪ Electronic Document Creation, Tracking, Storing, and Displaying
- ▪ Case Scheduling and Calendaring
- ▪ Case Processing and Docketing
- ▪ Disposition and Post Disposition Compliance
- ▪ Electronic Filing
- ▪ Public Access and Attorney Portal
- ▪ Notices and Subpoena Processing (preparation)
- ▪ Appeals Processing and Tracking
- ▪ Financial Administration
- ▪ Bond Processing
- ▪ Records Management
- ▪ Reporting - Detailed, statistical and management reporting, including data analytics and ad hoc reporting

- Data integrity and retention

Beyond functional requirements, the scope of a court case management system must also address technical requirements as outlined below.

Court Case Management Solution (Technical)
- Recommended Architecture
- Hardware / Software needs
- Information Security (including digital signature and encryption)
- Integrations to "in-house" systems and external justice agency systems for information exchanges
- Performance and Capacity
- Support and Services
- Creation of tables supporting solution
- Licensing
- System Administration Processes and Restrictions
- Data Warehousing Strategy / Services
- Data Conversion and Migration Strategy / Services
- Mainframe Assessment / Strategy
- Business Continuity and Disaster Recovery

4.2   Principal Agency Stakeholders

Listed below are the five principal agencies identified as having substantial hands-on, direct involvement at some point during the criminal court case process. Operational representatives from each of the agencies were heavily involved in compiling business and functional requirements for a comprehensive court case management system.

1. Miami-Dade Clerk of the Courts (COC)
2. Administrative Office of the Courts (AOC) for the 11th Judicial Circuit
3. Miami-Dade Corrections and Rehabilitation Department (MDCR)
4. Miami-Dade Office of the State Attorney (SAO)
5. Miami-Dade County Public Defender's Office (PDO)
6. Juvenile Services Department (JSD)

Accordingly, an exhaustive analysis of their operations were conducted to capture a thorough understanding of the area's business and overall business process. Meetings and/or observation sessions were held with representatives from all major agencies so as to comprehend their role, document their respective tasks, and ultimately gather any and all functional requirements necessary in effectively carry out the court case processing business process.

Furthermore, an environment as complex as this one, involves a slew of ancillary, 3rd party court sanctioned agencies and providers which were also conferred with during this initiative. Input gathered at meetings with these supporting stakeholders were also dutifully considered in establishing the functional specifications. Inclusive of this list were representatives from:

- ♦ State of Florida 3rd District Regional Counsel (RC3)
- ♦ Miami-Dade Police Department (MDPD)
- ♦ Florida Department of Corrections (DOC) – Probation Services
- ♦ The Advocate
- ♦ The Alternative Program (TAP) Pre-Trial Release program provider
- ♦ U.S. Department of Veteran's Administration
- ♦ Court sanctioned mental health providers (Southern Winds)
- ♦ Florida Association of Criminal Defense Lawyers

4.3   Constraints

Identified as one of Miami-Dade County's leading mission critical systems, CJIS operates under the mandate of 24/7 availability, 365 days a year. Serving as such a crucial application for the majority of all Miami-Dade Criminal Justice agencies necessitates that certain system constraints must be administered thereby ensuring utmost stability and availability.   System constraints are broken down into four (4) fundamental areas:

- Security/Confidentiality – Prevention of unauthorized access to information to ensure confidentiality and statutory restrictions and only necessary disclosure of information.
- Integrity of Information – Prevention of information tampering and mechanisms to make tampering detectable if it does occur, to include extensive auditing procedures. Integrity ensures a high degree of accuracy, confidence, and trust in available information.
- Availability – Prevention of disruption to the access of the system and its information to ensure safety of justice personnel and citizens at all times.
- Interoperability - The complexity of a uniform system dictates that it be developed as an interoperable suite of external component modules such as booking or warrants, rather than as one monolithic application.

Security/Confidentiality

Confidentiality constraints, in tandem with security policies and controls are intended to prevent unintended and unauthorized users from accessing the application and its associated data. Strict authentication and authorization protocols, including adherence to the FBI's "Advanced Authentication", or multi-factor authentication requirement for logon will only enable system access to appropriate personnel. Adherence to Florida Department of Law Enforcement (FDLE) Criminal Justice Information (CJI) security policy endorses the use of system access controls employing user role based rules to ensure CJI is available only to those authorized to receive such data. Access to court related information is readily determined by the user's role and applicable statutes, and administrative policy.   Accordingly, access to criminal justice information must meet all legally authorized information access requirements including statute, attorney/public defender rights, public access laws, court findings and administrative orders, etc.

The overall functional CJIS Security provisions must also ensure compliance with State of Florida Administrative Order amended SC15-18 STANDARDS FOR ACCESS TO ELECTRONIC COURT RECORDS. The order, along with the

accompanying Access Security Matrix, found in Appendix A, establishes statewide technical and operational standards dictating access to electronic court records and governs policy in the areas of:

- o Access Methods
- o User Groups
- o Access Levels
- o Authentication Requirements
- o Redaction
- o Data integrity
- o Archival
- o Quality Assurance
- o Performance

Furthermore, compliance and data security controls shall incorporate software, hardware, and other controls supporting the System's data security to prevent disclosure of confidential data to unauthorized persons.

Applicable security attributes encompass the areas as noted below:

- Password configurations (e.g., complexity, aging, etc.);
- Authentication configuration (e.g., active directory, encrypted data exchange, hash, etc.);
- Encryption configurations (e.g., symmetrical AES-256, asymmetrical RSA 2048, etc.) for both data at rest and data in motion. Data that is to be transmitted off-site must be encrypted end to end;
- Data transmission and security protocols (e.g. (Secure Sockets Layer - SSL))
- Physical security (e.g., 24-hour security, alarms, restricted access, etc.);
- Personnel security (e.g., extensive background checks, annual recheck, etc.);
- Web Application configurations (e.g., SQL injection protection, buffer overflow, etc.);
- Network transmission security (LAN and VPN);

Integrity of Information

In order to adequately protect and guarantee the integrity of CJIS data, comprehensive logging and auditing controls must be enacted at several levels including:

- User or systems authentications (successful and failed)
- Any and all user/system updates to case or subject data
- Queries performed by users
- Transaction types among agency systems (Justice Information Exchange Model (JIEM) transactions)
- Verbose user tracking and associated reporting

Integrity of court related data also extends to public access of replicated and redacted case and defendant information in lieu of the original court record.

Availability

CJIS strategic importance to Miami-Dade County and its stakeholders dictates that system's availability must be certified. Therefore the following availability constraints must be adhered to:

- System must be fully redundant with High-Availability (HA)
- System uptime must be set at 99.999% availability for all key functions when measured on a 24 hours per day, seven days a week basis
- Implementation of fault tolerant measures, such as server-class hardware, advanced storage solutions, service redundancy with automatic failover capabilities.
- Functional provisions to safeguard operation of the application in the Court Room even under times of network or system outages by providing access to electronic case files on local court room computer devices.

Interoperability

Functional interoperability for a uniform criminal justice application places a premium on the design concepts of flexibility, modularity, consistency and quality. Further, to ensure that users obtain the most benefit from this system as quickly as possible, the design and deployment must ensure that each component provides significant, if not full, functionality without critical dependence on other, as yet undeveloped, components. Interoperability and independence require that each component include the intrinsic capability to share data and other common resources in a consistent manner across all components of the system.

4.4   Standards Compliance

In order to ensure the integrity of information collected and disseminated within CJIS, as well as, safeguard interoperability among County agencies and State of Florida departments, integration technology standards will be built on national technical standards. State and local governments continually face mandates for interagency sharing of information and providing bundled services. Furthermore by adhering to and complying with national standards on information exchange and data modeling, CJIS will satisfy requirements necessary to receive state and/or federal grants.

The new criminal justice system shall be compliant with all current (and future) Administrative Orders issued by the Florida Courts Technology Commission (FCTC) and the Florida Supreme Court. Moreover, the system must comply with all standards of electronic data exchange provided by the Florida Supreme Court and the FCTC. Further, the system must also adhere to all present and future Florida Court Clerks & Comptrollers (FCCC) mandated reporting requirements. Lastly, the application must adhere to and support the Florida Supreme Court Admin. Order- SC14-20, detailing the court case event framework. Framework lays out the structure for recording and tracking key events in a trial court case. Events lay out as follows: Filing, Open case, Disposition Event, Closed case, Reopen event, Reopened case, Re-closure event, and Reclosed case. Framework also details the 6 statuses a case may have as it moves from initiation to resolution: Active, Inactive, Closed, Reopened Inactive, and Reclosed.

Sponsored by the United States Department of Justice (DOJ) and Office of Justice Programs (OJP), the Global Justice XML Data Model (GJXDM), is independent of vendors, operating systems, storage media, and applications

and is quickly becoming key technology for assisting how criminal and judicial organizations exchange information. The Global JXDM is an XML standard designed specifically for criminal justice information exchanges, providing law enforcement, public safety agencies, prosecutors, public defenders, and the judicial branch with a tool to effectively share data and information in a timely manner. The Global JXDM removes the burden from agencies to independently create exchange standards, and because of its extensibility, there is more flexibility to deal with unique agency requirements and changes. Through the use of a common vocabulary that is understood system-to-system, the Global JXDM enables access from multiple sources and reuse in multiple applications.

Developed by the U.S. Department of Justice Bureau of Justice Assistance, and SEARCH, the Justice Information Exchange Model (JIEM) Reference Model outlines a set of information exchanges regarding business functions that are common to most jurisdictions that have been defined and honed by other JIEM users. Reference Models provide common exchanges users can build upon that are relevant to their efforts. JIEM essentially provides a reference manual for analyzing information exchange as a part of an integrated justice initiative that benefits all partners.

In order to support Electronic Court Filing and the State of Florida E-Filing mandate, CJIS must support the capability to send and receive standard pre-packaged transactions in accordance with current XML standards known as the OASIS Electronic Court Filing (ECF) specification. The Oasis ECF standard provides specifications for the use of XML to create legal documents and to transmit legal documents from an attorney, party or self-represented litigant to a court, from a court to an attorney, party or self-represented litigant or to another court, and from an attorney or other user to another attorney or other user of legal documents.

Employing a Simple Object Access Protocol (SOAP) as a standard protocol for exchanging XML-based messages across networks and applications, using HTTPS will facilitate integration and interoperability. Coupled with the use of Extensible Markup Language (XML) and Web Services as the generally accepted methods for enabling interagency information exchange will provide a generic, application/database agnostic method for enabling communication between systems and across disparate networks.

By pursuing industry recognized standards, such as XML, Web Services, and SOAP and nationally accepted data integration models such as GJXDM, Oasis ECF, and JIEM, that are designed to provide a blueprint for the future of an integrated justice system, CJIS will be positioned to maximize interoperability by streamlining processes and effectively leveraging the use of technology.

5. Business Requirements

Business requirements are divided into 3 categories: Functional, Document Management, and General/Miscellaneous. Requirements are prioritized accordingly: 1-Minimum, 2-Optional, or 3-Desired.

5.1 Functional Specifications
Itemized in the table below are detailed functional business related requirements.
- ➢ Case Administration
  - ○ Case Processing

- o [First Appearance (bond hearing/sounding/detention) Related](#)
- o [Blind Filing Related](#)
- o [Case Consolidation/Grouping Related](#)
- o [Case Transfer Related](#)
- o [Calendaring & Scheduling/Case setting including High Order Calendar Workbench Related](#)
- o [Bond Processing Related](#)
- o [Financials Related](#)
- o [Docket Related](#)
- o [e-Filing Related](#)
- o [Victim/Witness Related](#)
- o [Subpoenas and Notices Related](#)
- o [Attorney Related](#)
- o [Case File Tracking Related](#)
- o [Appeals Related](#)
- o [General Reporting Related](#)
- ➢ [Document Management System (DMS)](#)
- ➢ [General / Miscellaneous](#)

Req. #		Requirement	Priority
CP	1.	Functionality that provides end to end administration over the life cycle of a criminal case from inception\creation through case closure & charge disposition.	1
CP	2.	Functional application that provides administration of court cases and all relevant information including but not limited to: ▪ Case types (felony criminal, misdemeanor, DV criminal, civil infractions, juvenile delinquency etc.) ▪ Case Classifications (N (Booked), P (Promise To Appear), D (Direct Files), C (Complaints), B (Boating Under Influence), W (Information – AWPS), T (Transfers), U (Bind Up), X (Bind Down), O (Bind Over), V (non-criminal), A (Based on Affidavit), Re-Files) ▪ Domestic Violence related cases ▪ Juvenile Delinquency cases generated from a Civil Citation Bounce Out and/or Referral (arrests) ▪ Grand Jury Indictment Cases ▪ Case status ▪ History of a case's hearings ▪ Charge dispositions including diversion assignment & results ▪ Case closure results ▪ Sentencing and Probation information including any sentence, restitution ordered, projected release date, etc. ▪ Case consolidations, case transfers, and grouping of companion cases ▪ Case creation via direct files, arrests/booking ▪ Re-open cases related to Appeals process ▪ Case Re-files (reopening of closed cases)	1
CP	3.	Functionality at a case level to schedule, track and administer the outcome of all hearings including arraignments, soundings, motion, trials (trial details may include trial type, jury	1

		sworn date, evidence submission/disposition & date, mistrial, etc.), probation violations, report/status,	
CP	4.	Functionality to easily access, view, and print the history of all hearings scheduled and held for a particular case, including future scheduled hearings yet to be held. Feature shall track and list all hearings including the hearing type & the scheduled date for a hearing, even if the hearing date is later removed or cancelled.	2
CP	5.	Functionality to access & view within CJIS a history of all defendant bookings & releases associated with a case including general booking info, inmate cell locations, defendant booking/jail number, custody/incarceration status as well as, associated releases, release type, release date/time within a case. Feature may involve an interface with the County's Jail Management System (JMS).	2
CP	6.	Functionality to systematically facilitate case creation based upon the following: ▪ Issuance of a warrant and its associated defendant and charge information. May entail an interface with a warrants application. ▪ SAO direct filing which includes relevant defendant and charge information. Feature may entail an interface to the SAO Hydra case management system or other such application. ▪ Change of venues, felony traffic citations, petitions authorizing treatment, extraordinary writs, petitions for protective orders, grand jury indictments, etc. ▪ Functionality on case creation shall allow for the manual entry/assignment of the desired case number.	2
CP	7.	Functional real-time, two way interface with the County's Booking/Arrest module to automate CJIS court case creation based upon the charging document (i.e. Arrest Affidavit). May entail an interface with the MDC booking module/Jail Management System.	1
CP	8.	Functionality to provide access to the digital arrest affidavit (automated A form or scanned digital copy of hard copy affidavit) image to facilitate the case creation process. May involve an interface with the Electronic Arrest Form system.	2
CP	9.	Functionality to capture and track dispositions at a charge level within a case and view historical disposition/charge level. Dispositions may be interim or final and are administered via a corresponding charge disposition code/values table. Furthermore, the charge's disposition shall be used to distinguish the type of guilty plea (e.g. "guilty" is a result of a plea, plea to lesser, or a finding at trial, etc.) as well as the final outcome on the charge. Disposition tracking shall also provide for the maintenance of sentencing at a charge level.	2
CP	10.	Functionality to maintain case closure and sentencing related details. Feature must shall allow for the tracking of multiple case closure dates, and allow the access of a defendant's previous sentencing history encompassing all prior closed local cases.	1
CP	11.	Functionality to support the State of Florida twenty digit uniform case numbering (UCN) system.	1
CP	12.	Functionality to capture and administer all defendant related information at a case level. Information shall include but is not limited to: ▪ Numerical identifiers (e.g. SSN, DL, FBI #, SID, County ID #, Jail/Booking #, JJIS# etc.)	2

		▪ Personal identifiers (e.g. Name including special characters, race, Alias, sex, DOB) ▪ Associated physical characteristics (e.g. hair color, eye color, height, weight, ethnicity, Scars/Marks/Tattoos, etc.) ▪ Contact info (Address, telephones, email)	
CP	13.	Functionality allowing for the entry of multiple charges on a case including criminal (felony/misdemeanor), traffic (TCATS), local ordinances, warrants related, etc. Feature shall allow for capturing 3 levels of charges: those at initial arrest/booking, those filed as the case proceeds (e.g. Arraignment) and the final charges. Feature shall allow for the ability to add charges to a previously closed case, (e.g. probation violation affidavits). Charge entry shall be facilitated and validated via the statutes/offenses table look-up.	2
CP	14.	Functionality to identify and track fugitive warrant (FW) cases, both in-state and out-of-state, including incarceration limits based on arrest date and the type of FW. Function should provide for associated reporting and notification log of subjects approaching incarceration limit.	2
CP	15.	Functionality to capture, track & administer all participants within a case including: ▪ Attorneys on record ▪ State Attorney administrative staff (i.e. secretaries/victim witness counselors) ▪ Victims & Witnesses ▪ Involved law enforcement officers & arresting agency ▪ Probation Officers and Case Managers ▪ Bondsman ▪ Parents of defendants/respondents ▪ Guardians & Guardian Ad Litem ▪ Doctors associated with evaluations Feature shall provide for the ability to maintain contact information, including email address, for any and all parties.	1
CP	16.	Functionality that facilitates the Seal/Expunge case process and the administration of cases placed in Sealed/Expunge status to satisfy Florida statutory requirements. Feature shall include the removal of any future hearings when a case gets expunged or sealed, as well as, the soft delete of associated hearing dockets. Validation shall prevent the Seal/Expunction of a case with open, unresolved charges or convictions. Automated docketing shall also be reflected with this feature.	1
CP	17.	Functionality to comply with and support the FL Supreme Court Admin. Order SC14-20, detailing the court case event framework. Framework lays out the structure for recording and tracking key events in a trial court case.	1
CP	18.	Function to maintain a primary division and an alternate division within a case. Feature shall allow for the tracking of multiple divisions with individual hearing dates within a case. Feature shall maintain history of all divisions & associated judges that have heard the case.	2
CP	19.	Functionality to track and manage the Speedy Date within a case. Feature shall also include the tracking of Extensions to Speedy granted by the court in days and any Request for Speedy Trial / Demands for Speedy requested by the defense and what date the speedy trial request was made. Feature shall clearly designate if a Speedy date was waived.	2
CP	20.	Functionality to administer all Florida statutes and local ordinances to include the minimum mandated fine as well as, the ability to map unique local statutes to standard state statutes for reporting purposes.	1

CP	21.	Functionality to track & manage at a case level, a defendant's placement in a diversion-related/deferred prosecution program, type of diversion program, program provider, start and end date of the program, as well as, the defendant's current status and successful outcome. Feature must provide the capture of multiple start & termination dates as defendants may bounce out and be re-admitted.	2
CP	22.	Functionality that facilitates the processing of SAO Information and tracks all SAO Informations filed within a case Feature shall provide for the ability to track all charges and revisions to previously filed charges associated with amended SAO Informations.	2
CP	23.	Functionality that tracks all State Attorney & Defense Discovery(s) filed within a case, the type of discovery demanded, attorney submitting discovery, action taken by the state, date demanded.	2
CP	24.	Functionality that facilitates the entry & management of pleas for open case charges and automatically generates associated dockets as needed.	2
CP	25.	Functionality to track and administer the submission of probation violation affidavits (PVA) and amended PVAs, by date filed within a case. Feature shall allow for the submission of Probation Violation Affidavits (PVA) electronically via eFile or other form of electronic distribution if legally acceptable	2
CP	26.	Functionality to facilitate and enable the preparation of Judgement, Sentence orders and associated court ordered documents upon case closure and sentencing. Feature shall facilitate preparation of these forms. Including: • Judgement including those for Withholds of Adjudication • Charges/Costs/Fees • Sentence information applied within count of charge on the case • Special Provisions • Other Provisions	2
First Appearance Related			
CP	27.	Functionality to automatically schedule the booked defendant for the next available and suitable FA hearing based on the highest arrested charges. Automatic scheduling function should avoid scheduling conflicts & prevent the scheduling of the same defendant for two or more concurrent hearings.	1
CP	28.	Functionality to easily reset a defendant for a later hearing which would automatically be reflected under the appropriate calendar. Reset functional should provide both automatic default setting for the next available FA hearing, as well as, the ability for the user to select the date/time of the defendant's reset FA hearing.	2
CP	29.	Functionality that shall systematically update first appearance calendars when a defendant scheduled for a jail arraignment/bond hearing bonds out prior to attending the session.	2
Blind filing Related			
CP	30.	Functionality to support the "blind filing" or automatic case assignment to a criminal division once the case is added either via the booking interface, case transfer, or manual case creation. Assignment to an appropriate judicial division/judge must be based on the division's current volume of cases, defendant's arrest charges, case type, defendant's prior cases – (predetermined logic) and related judiciary schedules. Case assignment feature must also factor in highest level of charge (Felony/Misdemeanor), suspect's age, and arresting agency in determining division assignment.	1

CP	31.	Functionality within blind filing/case assignment feature that for judicial expediency, a new case is auto assigned to the same section/division under a defendant's previously filed, open case or case undergoing probation/community control bearing the lowest case #.	2
Case consolidation/Grouping Related			
CP	32.	Functionality to consolidate open cases via court case numbers. Case consolidation will systematically close the consolidated case with an appropriate disposition. The systematic transfer of case data will include defendant, open bonds, dockets, selected open charges, victim/witness info shall be included within this feature. Transfer of case data must be all-inclusive and performed real-time. Case consolidation may involve consolidating cases for a single defendant or the consolidation of cases involving multiple defendants (companion/co-defendant). The feature shall also include the ability to consolidate previously consolidated cases. Automatic case docketing shall be incorporated within this feature.	2
CP	33.	Functionality to allow for the manual grouping of cases (e.g. companions) such as those involving co-defendants. Grouping functionality should be provided via either police case number or court case number. Grouping function should use the lowest court case number as the case number anchor/template for the other grouped cases case numbering scheme (e.g. 123, 123A, 123B, etc.). Transfer of case data must be all-inclusive and performed real-time. Lastly, the feature should provide the user with an option to select that all grouped cases be re-blind filed/re-assigned to the lowest case's division/section so they will all be heard by the same judge. Only Open cases should be permitted to be grouped. Feature shall provide a simple method to view all co-defendants on a case. Automatic case docketing shall be incorporated within this feature.	2
Case Transfer Related			
CP	34.	Functionality facilitating the reassignment/transfer of cases and their subsequent appearance on the proper division calendar. Feature shall provide for automatic blind filing or case division assignment, carryover of user selected charges, & selected speedy date re-calculation if necessary.	2
CP	35.	Functionality to allow for the automatic transfer of all case information, including prior case dockets, when cases are transferred/re-assigned from one criminal division to another. Transfer of case data must be all-inclusive and perform real-time. Automatic case docketing shall be incorporated within this feature.	2
Calendaring & Scheduling Related			
CP	36.	Provide extensive and flexible calendaring functionality in preparation for all hearing types across all criminal divisions. Calendars shall be available in preliminary and final mode, and be readily available in a real time, online setting. Calendaring function must provide the flexibility to easily set & schedule a hearing to handle an unexpected emergency situation or special event such as a hurricane. Calendaring function must support the same type of hearing scheduled at multiple times throughout a day (e.g. 9:00am & 1:00pm) as well as different times for weekends and holidays. Calendars shall be made available online (web page), via printed hard copy, electronic PDF, CSV, XML, and in file readable format to facilitate dissemination of calendars as deemed necessary.	1
CP	37.	Functionality within the calendaring reporting feature that provides a user-driven, flexible method for sorting/grouping daily court calendars. Feature shall also support a summarized/indexed form of daily court calendars sorted alphabetically within division/judge.	2

CP	38.	Functionality to allow for the creation of new calendaring for a new type of judicial section or hearing such as Drug Court Hearing via system configuration parameters. Function should not require extensive development effort.	1
CP	39.	Functionality that incorporates an "Online Calendar"/ In Court Processing feature to support user-friendly, timely entry and update of case information during open court session. In Court Processing feature shall coincide with the cases set on the session's calendar. Automatic case docketing shall be incorporated within this feature.	1
CP	40.	Functionality to electronically push all case calendar setting updates to all relevant agencies and 3rd party providers (Diversion program providers, Mental Health providers, bondsmen, defense attorneys, SAO, MDCR, JJS, TAP, etc.).	2
CP	41.	Provide option allowing a user to request the generation of a calendar and local priors concurrently. Local Priors would be limited for all defendants appearing on calendar.	2
CP	42.	Functionality for the automatic setting of subsequent hearing dates with automatic associated docketing, such as an arraignment date following the Bond Hearing.	2
CP	43.	Functionality to administer and maintain judicial sections/divisions across all circuit & county criminal divisions. Feature shall track the assigned judge, court room, division number/identifier, hearing dates/times, etc. for the section. Feature shall allow for the creation of new divisions without requiring any development effort.	1
CP	44.	Flexible calendaring functionality to minimize manual "Add Ons" to final calendars, with the ability to receive and capture manual add-ons or write-ins of cases prior to or during a court hearing so session calendar is complete and associated local priors are also complete. Feature shall also ensure that manual "Add-On" / Write In cases are reflected within any post-hearing calendars.	2
CP	45.	Functionality within the calendar workbench that provides for the following: ▪ Allows for the maintenance of Division/Judge weekly schedules by week, month & year. ▪ Maintenance of Court Room Sessions tracking the session's date/time, volume caps, court room, session type, and assigned judge. ▪ Functionality to define and maintain business rules to systematically set cases for future hearings. Rules may include session volume caps, session types & availability (date/time), holidays, case speedy dates, type of defense on the case, officer schedules, case status, violation type, case's division, judge's schedule, Set After dates, minimum notification time required, defendant's custody (i.e. Jail division), etc.	2
CP	46.	Functionality that provides an on-demand, real time future court calendar by division, date/time/session, hearing type, to facilitate the manual setting of cases for hearings. Cases set for a hearing and assigned an alternate judge would appear on the Alternate division's calendar and not the primary division's calendar.	2
CP	47.	Functionality that provides calendar setting or court room clerks with the ability to manually schedule or set a case's next hearing date & time. Feature shall include identifying the type of hearing, location, judge/division, alternate judge, type of motion or report, whether a summons must be generated and mailed, etc.	1
CP	48.	Functionality that provides a notation on a court calendar when a defendant scheduled for a hearing is incarcerated at a local, state or federal level. Feature is intended to avoid the improper issuance of a bench warrant and may involve an interface with the Jail Management system.	2
CP	49.	Calendaring related requirements:	2

- Collapse or incorporate all hearing type calendars into one per section regardless of the type of hearing.
- Allow for the setting of multiple future hearings at a time for a case.
- To have a defendant's open cases appear on calendar below the case set for a hearing
- For all future hearings scheduled for a case to appear on the case calendar entry with the hearing type.
- All of a defendant's cases should synchronize and appear together automatically
- All Co-defendants and the associated police case # should be included with the case hearing entry
- Include Case Continuance log for each case on calendars

		Docket Related	
CP	50.	Provide flexible, simple to use method for creating, viewing, & printing a case's docket history. Employ automatic docketing whenever possible. Docket history must include the identification of the individual creating the docket, as well as, the date/time of when the docket was created. Feature shall also include the ability to easily navigate and sort through a case's dockets by utilizing transaction dates, docket sequence numbers, docket types, document type, etc. Ability to navigate to specific page within the docket history is desirable	1
CP	51.	Functionality for an authorized user to view a case's complete docket history including deleted and revised dockets including the before and after image.	2
CP	52.	Functionality to ensure compliance with the Florida Courts Technology Commission / FCCC Advisory Bulletin 14-074 regarding the use of unique docket sequence numbers within a court case. Docket sequence numbers shall be displayed.	1
CP	53.	Docket functionality to automatically do the following: - Generate multiple dockets, if necessary, when one document is accepted and processed. - Docket within a case when a hearing is scheduled or cancelled. - Docket under the case, any system generated document for the case. - Docket based on the updating of certain case types, motions & rulings, case & charge dispositions, summons issued, scheduling of future hearings, and other case related updates.	2
		e-Filing Related	
CP	54.	Functional real time interface with the Florida e-Filling Portal queues that provides authorized staff, with the ability to accept or decline e-filled pleadings directly within the Criminal Justice System work flow queues. Feature will thereby allow staff to bypass the need to access the Florida Portal to perform follow up tasks.	1
CP	55.	Functionality to support the receipt or rejection (Pending status), processing and approval of documents received via the Florida e-filing Portal. Function must support automatic docketing within case management and the systematic filing of documents within the electronic case file maintained in the DMS. Feature shall include any necessary messaging with Portal upon acceptance or rejection of document.	1
		Bond Processing Related	
CP	56.	Functionality to enter and maintain bond and alternate defendant release information per charge and have bond amounts totaled for all charges within the case. Feature shall also provide the ability to enter/track alternate bonds amounts per charge. Function must	2

		maintain a history of all bonds and release conditions issued within a case. Function must clearly indicate which are active and which are inactive.	
CP	57.	Functionality to process, including the electronic preparation & acceptance, of surety or cash bond related arrangements and their associated details. Process shall distinguish between different types of cash related payments for cash bonds, child support payments, and cash bonds for In State Fugitive Warrants. Fugitive Warrants.	2
CP	58.	Functionality to ensure integrity of the bond by providing basic bond status editing features (e.g. Issued bonds can be revoked, forfeited/estreated, discharged, or surrendered.	1
CP	59.	Functionality to administer and manage the overall registration of bondsmen, bond agencies, and insurance companies.	2
CP	60.	Functionality to incorporate the Bond Creation/Issuance within the defendant jail release process. May entail interface with the proposed Jail Management system (JMS).	2
CP	61.	Functionality to allow for the automatic transfer or consolidated of non-discharged bonds and related release conditions when cases are transferred from one criminal division to another.	2
CP	62.	Functionality to support the creation, retention, and dissemination of a Citizen Right To Know Weekly Register and a related Annual Report as mandated by Florida Statute (FS) 907.043(4)(a)(b) 1 – 10. Dissemination of reports should be provided via a public facing, web site permitting citizens with the right to access the reports directly. History of weekly reports should also be retained thereby allowing the public to access a minimum of one full calendar years' worth of reports.	2
Financials Related			
CP	63.	Functionality to manage the financial obligations of defendants as they incur fees, charges, costs and fines *(assessments)* through various stages of the Criminal case.	1
CP	64.	Functionality to track and manage the following: - Assessments and collections to a case - Unclaimed cash bond refunds. - Issuance of judgement/liens on assessed court fee and fine amounts - Restitution & probation costs instituted as part of a case's disposition - Support court fee schedules and track payment history when cases are closed. - Auto populate fees mandatory assessment fees required by the state based on the State Distribution Schedule - Establishment of fee assessment tables with payment plan priority levels. - Incorporate numerous payment methods and interface with the organization's internal and external host systems. - Maintain defendant's stay due date and update their collection status - Process payment adjustments, reversals, debits/credits, transfers and non-sufficient funds. - Minimum mandatory and discretionary court costs, fees, fines, and other charges as required by state legislature and local governance concerning all assessments and collections. - Satisfaction of lien when payments applied satisfy lien against a case.	2
CP	65.	Functionality that facilitates court cost recovery process by providing a cumulative list of a defendant's outstanding court costs for any closed criminal/traffic cases. Listing should be provided on demand and queried by one if the defendant's unique personal ID numbers.	2

CP	66.	Functional interface with the Florida Court Clerks & Comptrollers (FCCC) Failure to Pay module notifying them via interface of defendant's eligibility for DL suspension by DHSMV for failing to pay outstanding court costs.	2
CP	67.	Functionality to provide for the establishment and on-going management of payment plans at a case level. Feature shall include the following: ▪ Calculate the monthly payment amount and the number of months to pay. ▪ Automatically cancel payment plans if payment was not received and refer case to a collection agency. ▪ Enforce payment plan caps ▪ Extension to allow for the inclusion of multiple cases on one payment plan then calculate the allocation of a monthly payment accordingly	2
CP	68.	Functionality to systematically place a defendant in collection agency status and refer the defendant to a collection agency for payment recovery after a user specified number of days has elapsed beyond the due date. Feature shall include the following: ▪ Functionality to interface via electronic means, with designated collection agencies to administer the placement of defendants ▪ tracking of payments made by defendants to a collection agency ▪ Removing from default collection agencies ▪ Notify collection agencies when defendants pay outstanding court costs ▪ Manual application of collection agency payments to a case in lieu of the automatic assignment in the event that automatic payment application fails.	2
CP	69.	Functionality that incorporates the systematic creation and maintenance of a Restitution account with the Issuance of the Restitution order. Restitution account would be associated to a given court case. Feature shall provide the following: ▪ Allowing for debits or credits to be entered and applied against the restitution balance owed, the restitution balance to be revised or amended. ▪ Maintains a current Defendant Ledger of all payments made by the defendant within a restitution account/order for a court case.	2
CP	70.	Functionality to add and maintain multiple restitution victims as stipulated on the restitution order for a given case. Feature shall provide the following: ▪ Ability to auto populate or carry over victims from the court case to reduce data entry ▪ Maintain a history of a victim's addresses. ▪ Maintains a current, active Victim Ledger of all payments made to the victim and the payments pending within a restitution account/order for an associated court case.	2
Victim/Witness Related			
CP	71.	Functionality that provides the entry and management of general victim/witness information within a case. Entry & subsequent update of victim/witness data shall entail an interface with the SAO and PDO case management systems.	2
CP	72.	Functionality to copy victim/witnesses from one case to another.	1
Subpoenas/Notices Related			
CP	73.	Functionality to track all civilian and officer subpoenas issued for a case. May involve receipt of subpoenas notices from an outside agency (e.g. State Attorney's Office) or application. Associated systematic docketing should also be incorporated within this feature. The system	2

		shall have the ability to generate different types of subpoenas for all divisions including Mandatory and Standby subpoenas.	
CP	74.	Functionality to automatically generate Notices of Hearings for cases automatically scheduled, to all relevant parties within a case. The type of hearing will generally dictate the required attendees that must be notified. System should provide for the means to identify by type of hearing whether notices should be automatically generated. Generation and dissemination of hearing notices will be based on mandated statutory notification period. Feature shall allow for the option of electronic notification in lieu of physical hard copy mailing.	1
CP	75.	Functionality to support the automation of Court Appearance Notices (Praecipe Notices) to all intended parties within a case. Automatic case docketing must be incorporated within this feature.	2
CP	76.	Functionality that provides an automatic notification via mail, email or other electronic means to selected individuals, such as: ▪ Attorney on record ▪ Pre-trial services (PTS) ▪ Court Services Unit ▪ Providers when a defendant is referred to a diversion/release related program. ▪ Bondsmen and/or custodian. ▪ Defendant after the third day of delinquency of the stay due date.	2
CP	77.	Functionality to apply all existing business rules with regards to generating court notices for different hearing types. This also includes other requirements such as notification messages per matrix and current notice job.	2
CP	78.	Functionality to automatically generate cancellation notices for all divisions upon hearing cancellation. Feature shall allow for the option of electronic notification in lieu of physical hard copy mailing.	2
Attorney Related			
CP	79.	Functionality that enables entry and management of general prosecutorial case/defendant related information. Prosecutorial module shall include provisions for comprehensive victim/witness administration including appointment scheduling, subpoena creations and tracking of the service of the subpoenas.	2
CP	80.	Functionality that provides for the administration of public defender cases. Module shall include provisions for comprehensive witness administration.	2
CP	81.	Functionality to assign & track multiple attorneys within a criminal case to include type of attorney on a case. A history of all previously assigned attorneys to a case shall also be maintained. Attorney assignment shall include the attorney role in the case. Feature shall also track the associated assigned and withdrawn by dates.	2
Case File Tracking			
CP	82.	Functionality to track the location of physical hard copy and maintain a chain of custody as to whom has accessed a case file throughout the file's history and when it was accessed and returned, electronically or physical hard copy. Generation of report for cases set on calendar and associated systematic setting of the file's location when a case is scheduled for court is highly desirable.	2
CP	83.	Functionality to track the state mandated retention for physical and electronic case files (i.e. destruct date) based on case type and case disposition. Feature shall support Florida Supreme Court Order No.SC14-219, that among other things, changes Florida Rule of Judicial	2

		Administration 2.430, which governs the Retention of Court Records. If cases are systematically archived, system must retain all case information including associated dockets and provide a simple means to access archived cases.	
Appeals Related			
CP	84.	Functionality to designate & track when a case is under appeal. Feature shall capture appellate information for a case.	2
CP	85.	Functionality to electronically assemble the Record on appeal by selecting *(or deselecting)* all the items that should be included or excluded from the record.	1
CP	86.	Functionality to automatically generate the annual appellate panel calendar for hearings from a pool of judges. The system automatically assign judges to appellate panels based level of seniority and courthouse location. The system will also assign Judges to a limited number of appellate panels (no more than 4) per year.	3
General Reporting Related			
CP	87.	Powerful, intuitive ad hoc reporting system capable of saving results in multiple formats (e.g. PDFs, Excel, Word, ASCII, and XML) thereby facilitating dissemination of results. Reporting feature should include summary and detail reporting and provide the user with the ability to select all case & defendant data fields to include on a desired report. Reporting feature shall provide flexible user selectable group/sort options, as well as, corresponding count & tally functions.	1
CP	88.	Functionality to support the following state mandated reporting functions: ▪ Office of State Courts Administrator (OSCA) Summary Reporting System case & defendant related reporting requirements. ▪ Florida Court Clerks & Comptrollers (FCCC) Comprehensive Case Information System (CCIS) 3.0 related reporting requirements including the tracking of cases that are re-opened and re-closed. ▪ Case Assessment & Collection reporting to provide summarized monthly, quarterly, and yearly assessments. ▪ Felony Traffic - Traffic Citation Accounting Transmission System (TCATS) reporting requirements	2
CP	89.	Functionality to provide statistical reporting of all case related activity. Reporting would be grouped by division filed, type of case, or other case classifications, judicial division with corresponding tallies. For example: ▪ Reporting of Cases Filed, Closed, and Pending (Case has at least one charge without a disposition and does not have an outstanding warrant or open probation violation charge) grouped by division. ▪ Summary Case Scheduling Counts by Hearing date, division, by hearing type, for user-specified date range for the AOC. ▪ Summary Listing of open cases by Assistant State Attorney	2
CP	90.	Functionality to provide detailed based reporting of all case related activity. Reporting feature should provide flexible user selectable group/sort options (.e.g. by division, case type, etc.) with corresponding tallies, as well as, the ability to designate summary or detailed report listings. For example: ▪ Case listings by closed dates, case types, status and dispositions to assist with re-location/purge reporting ▪ List of cases with open warrants by case type, dates, etc. ▪ Report of previous days Arrest Form/Bookings.	2

		▪ Cases transferred (Bind Downs/Ups/Consolidations) between divisions including Traffic for a particular date	
		▪ Case Summary listing including a comprehensive docket history.	
		▪ Report of cases containing user-specified docket codes/types, can be limited to certain case types (e.g. felony)	
		▪ Report of cases w/defendants under long term diversion	
CP	91.	Functionality to provide exception based reporting designed to capture instances of exemptions or omissions for case/defendant related activity. Reporting feature should provide flexible user selectable group/sort options (.e.g. by division, case type, etc.) with corresponding tallies, as well as, the ability to designate summary or detailed report listings. For example: ▪ Active, open cases without future hearing dates posted excluding those under long term diversion or those with Set After dates entered. ▪ Cases with Probation Violation charges and No Future Hearing date scheduled ▪ Cases set for Trial without Witnesses ▪ Report listing of open cases/incarcerated defendants **without** future hearing dates ▪ Closed cases with open releases (i.e. not discharged). ▪ Cases with active Bench Warrants with open releases that have not been discharged.	2
CP	92.	Functionality to support the creation & maintenance of Reporting Dashboards used to render key metrics/key performance indicators (KPI). Feature shall facilitate judicial workload analysis across divisions broken down by Defendants and Counts.	3
CP	93.	Functionality that provides comprehensive, timely inmate/delinquent bring up lists (BUL) of incarcerated/detained defendants/respondents in the custody of Miami-Dade CR or Dept. of Juvenile Justice (DJJ), scheduled for a court hearing, grouped by judge/division. Feature shall involve an interface with the Jail Management System (JMS) and Juvenile Justice Information System (JJIS).	2
CP	94.	Functionality to automate/facilitate the calculation of total days incarcerated or calculation of a projected release dated for convicted defendants for a case based business rules and algorithm.	2
CP	95.	Functionality that provides end to end administration over the life cycle of a bond from creation through discharge or revocation. Management of the bond will entail tracking of a bond's active status with associated dates including but not limited to: Issuance, Revocation, Forfeiture, Set Aside/Vacate, Discharge, Remission/Refund, and Surrender. Update of a bond and its data shall be restricted to authorized personnel.	2

5.2   Document Management Systems (DMS) Specifications

Itemized in the table below are Document Management System related requirements.

Req. #		Requirement	Priority
DMS	1.	Functionality to include a hard copy scanning feature to facilitate digital capture of paper based documents. Feature shall provide the functionality for scanned documents to be automatically filed within a case's electronic case file. Feature shall also provide the ability to have a scanned documents populate a predefined workflow queue for follow-up processing.	2

		Feature shall support batch scanning (documents are entered in a queue to be worked) and interactive scanning (direct scanning to a docket entry).	
DMS	2.	Secure, organized, easily accessible/navigable electronic case file document management system (DMS) functionality. DMS functionality must support comprehensive Electronic Case File (ECF). The DMS component must be embedded within and seamlessly integrate with the overall case management application. The ECF would be accessible in Court. The DMS module must facilitate the scanning of documents individually or in batches to upload documents for easy access. Media storage would include any manner of digital files including text documents, and other electronic media, such as digital images, audio, and videos. DMS function must be available at all authorized court locations including branch divisions.	1
DMS	3.	Functionality to automate all forms, orders, etc. generated in court. Forms automation must encompass the pre-population of relevant case and defendant data to facilitate their creation. Use of draft templates may also be instituted to assist in form creation. Generated forms would be systematically filed within the case's electronic case file. Automatic docketing shall be incorporated within this feature. Approval/electronic signature & dissemination shall also be incorporated with this function.	1
DMS	4.	Functionality to easily and swiftly access a comprehensive, secure Electronic Case File (ECF). Case file would be accessible in Court or outside the court room by the judge, COC, CR, SAO, & PDO/Defense, FL DOC/Probation or other authorized users. Case file should be organized and easily accessible/navigable with sub-folders to facilitate lookup of document images captured and stored in a case's electronic court file. Feature shall also provide search functionality to allow for ad-hoc queries across case documents stored within the ECF. File would include all documents whether electronically generated or scanned in. Access to the ECF must be responsive and operate quickly so as to not impede the pace of a hearing and provide simple, user friendly access to view the associated document image from the docket entry shall be provided.	2
DMS	5.	Functionality to electronically prepare, review, sign/approve, print, and distribute/disseminate standard CJS forms, orders, motions, and Forms may be generated in open court, outside the court room, or received via the state E-Filing portal. Forms creation and approval shall incorporate automatic case docketing, as well as, the automatic filing of approved documents to the case's ECF.	2
DMS	6.	DMS functionality must support the ability to redact sensitive data from captured forms (e.g. SSN). Redaction feature shall support: Level 1 -The system reads the images and uses the knowledge base to auto-redact suspect regions Level 2 -Redacted images are presented to a first reviewer to accept or decline to redact selected data on the image.	2
DMS	7.	Functionality that provides for the ability to move or copy electronically filed documents from one electronic case file to another. Feature should be incorporated within the CJS case transfer grouping options to facilitate the movement of these documents. Function should provide the user with the ability to include all or selected documents as part of the document transfer.	1

Req. #		Requirement	Priority
DMS	8.	Functionality to support the digital sealing, expunction, and re-opening of sealed/expunged electronic case files to meet State of Florida Seal/Expunge statutory requirements. Feature shall allow for the opening of a sealed/expunged ECF by authorized COC staff.	1
DMS	9.	Functionality to support save/designate documents as "confidential" within an ECF (e.g. drug test results). Access to such documents would be restricted to users with the appropriate level of security. Functionality to provide security access to documents within an ECF by document type to specific participant/role types.	1

5.3   General/Miscellaneous Specifications

Itemized in the table below are General criminal justice related requirements.

Req. #		Requirement	Priority
GM	1.	Functionality that provides enhanced data integrity by enforcing basic edit principles including but not limited to: valid entry of dates, existence of a case (criminal or traffic) with outstanding charges, name validation, etc. Feature shall employ the extensive use of pick lists to facilitate data entry and minimize errors.	1
GM	2.	Ability to produce accurate, comprehensive local criminal history results for a defendant's prior cases and case/charge dispositions including participation in any ongoing pre-trial diversion programs. Priors should include closed and open cases for all criminal divisions, open warrants, active/open DV injunctions, and all aliases used by said defendant across all cases. Juvenile criminal history prior cases should be highlighted in some manner so that they stand out visually. Results must be available in print as a report, electronic media (PDF), XML, and also in file readable format for FTP/interface purposes.	2
GM	3.	Functionality that links cases by a defendant's unique numerical identifiers {e.g. County ID (CIN)} as determined following the individual's positive identification.	1
GM	4.	Provide flexible search methodology using various application keys to maximize inquiry functions throughout the application (e.g. CIN, Case Number, Police case number, IDS, warrant numbers, etc.). Flexible search functionality that provides the ability to query a defendant's local criminal case history by defendant numerical identifiers (FBI, SID, County ID # (CIN), Jail/Booking #, etc.) and personal identifiers (Name to include special characters, Alias/AKA, Race, Sex, DOB). Query capabilities shall provide for wildcard and soundex search functionality.	1
GM	5.	Functionality to associate juvenile respondent's delinquency and dependency cases, open or closed, to provide a comprehensive lookup of a youth's case history. Association of dependency and delinquency cases will also facilitate inclusion of dependency cases on local priors search results.	2
GM	6.	Advanced workflow functionality that provides queuing, notification of process completion and escalation when exceeding a set threshold for a business process and its associated tasks/stages. Workflow functionality shall support user definable queues / stages with associated thresholds to support quality control review functions. Workflow functionality shall support tracking tasks, completions, and notifications across agencies and associated application modules.	1
GM	7.	Comprehensive, configurable system-wide security model designed to restrict entry/update/deletion/browse of case, and subject information to authorized users, to include	1

		sensitive Juvenile Dependency information. Security model shall carry over to content management and protect content captured and stored under the document management system. Security model shall incorporate the use of field level security to effectively delineate data access as allocated through the use of security roles and associated privileges.	
GM	8.	Functionality with the minimum technical requirements to ensure the security of criminal justice data: ▪ Encryption – which protects the integrity of the record and prevents exposure to potential security risks ▪ No cut and paste of workable links ▪ Hyperlinks must not include authentication credentials ▪ No access to live data; replicated records shall be used for public access ▪ Authenticated access ▪ Monitor bulk data transfers to identify and mitigate abuses of the system by utilizing access programs using automated methods.	1
GM	9.	Functionality to access and browse a comprehensive audit history of all revisions within a case. Audit trail should maintain a minimum of the date/time the transaction occurred, the id of the user or system performing the revision or query, as well as a before and after image of the transaction's data. Access to a case's audit history will be restricted to authorized users.	2
GM	10.	Functionality to systematically access a real-time, duplicate/mirrored copy of the primary database for any authorized criminal justice agency. Feature could be used to provide CJS data to support external applications and reporting requirements.	2
GM	11.	Functionality that incorporates the use of code tables and user definable values for data entry fields to facility data entry and enhance data integrity. Feature shall facilitate data entry by systematically filtering and displaying relevant codes & values based on user keystrokes.	1
GM	12.	Functionality to provide a public facing/web based feature for the public to access publicly available/non-confidential Case/event-docket/charge/defendant information. Function that provides an accessible, web-based public facing module thereby delivering public availability to case, docket history, and defendant information as deemed legal by Florida statute. Feature shall provide the ability to find cases using numerical based searches (jail number, case number), as well as, Name, Race, Sex, DOB query searches.	2
GM	13.	Functionality to provide publicly available/non-confidential/redacted document images from electronic case files via the public facing web site function. Feature shall also include an option to charge a fee for accessing/viewing/printing documents which may entail an interface with the COC's billing systems. Billing feature shall include an option for providing a printed copy of a "Clerk Certified" document.	2

5.4   *Usability*

With an application as complex and far-reaching as a criminal justice system with its myriad interfaces and user combinations, the system must be designed in a manner that improves user proficiency, facilitates the actual

learning of the application and its features, and ultimately maximizes user satisfaction with the application's overall functionality.

To this end the application's design and user interface must be intuitive, consistent, and useful. Emphasis must be placed on the following areas:

- Learnability: How easy is it for users to accomplish basic tasks the first time they encounter the design thereby reducing the amount of hands-on training required.

- Efficiency: Once users have learned the design, how quickly can they perform tasks and minimize unnecessary system navigation.

- Memorability: When users return to the design after a period of not using it, how easily can they re-establish proficiency?

- Errors: How many errors do users make, how severe are these errors, and how easily can they recover from the errors? Errors should be clearly and concisely noted with a relevant solution offered.

- Satisfaction: How pleasant is it to use the design? System must be accessible and allow the user to feel comfortable working within it.

Although usability cannot be directly measured, but must instead be quantified by means of indirect measures such as, for example, the number of reported problems with ease-of-use of a system, its importance to overall system acceptance is significant and meaningful.

5.5   System Interface/Integration

Noted below are the principal recognized application interfaces required for the proposed Criminal Justice Information System. Of particular significance are the SAO & PDO case management systems. Both applications presently employ extensive dual read/write interfaces with CJIS and play an integral role in the management of court cases within each agency.

Application	Vendor	Description	Type (Planned/Existing)
Hydra	SAO	SAO Case Management System	Existing
PDFacts	PDO	PDO Client Case Management System	Existing
Justice Works Defender System (JWDS)	RC3	3rd Regional Counsel case management system	Existing
Automated Fingerprint Information System (AFIS)	FBI	Nationwide Automated Fingerprint Information System	Existing
Judicial Inquiry System (JIS)	FL	Florida Courts Subject Inquiry Portal	Existing
Automated Arrest Affidavit Form Entry System	ThinkStream	Automated Arrest Affidavit Entry and Approval system	Existing
Mug Shot System	DataWorks	MDC enterprise wide mug shot capture and management system	Existing
Victim Information Notification Everyday system (VINES)	Appriss	System to notify victims when an Inmate is released from Jail	Existing
Odyssey Case Management System	Tyler	System used by COC for Family, Probate, & Civil Case Management	Existing
Geographic Information System/Finalist	MDC	MDC County GIS Application / Postal Address Validation	Existing
Pre Trial Services (PTS) System including Access based reporting sub-system	MDC	Application to assess inmate eligibility for PTS. Access based system provides statistical and administrative reporting.	Existing
Inmate Data Warehouse	MDC	Inmate Data Warehouse	Existing
Queue Management System (QMS)*	MDCR	Inmate Intake/Booking Tracking System	Existing
Aramark Inmate Financial System including the Aramark self-service Touch Pay system for bond payment.	Aramark	Aramark application to track accounts receivables (cash bond payments) @ Department of Corrections & Rehabilitation.	Existing
GTL Jail Management System /IPS including the GTL Phone system	TBA	Corrections & Rehabilitation (CR) Inmate Facility Management System	Existing/Planned
Juvenile Justice Info. System (JJIS)	DJJ	Application used statewide by DJJ to track juvenile detentions and their associated case results.	Desired
Central Bond System (CBS)	COC	Principal COC application administering and tracking defendant bond Information for cases across all divisions (Criminal & Traffic). Provides embedded document image and workflow queuing functionality.	Existing

Clerk's Financial System (CFS)	COC/MDC	Mainframe county system responsible for tracking all payments received by the COC.	Existing
eNotify	MDC	Officer Subpoena Tracking System	Existing
eWarrants	FDLE	Statewide system for the submission & tracking of arrest warrants	Planned
Integrated Student Information System (ISIS)	M-DCPS	Miami-Dade County Public School Mainframe application to maintain student information.	Existing
Drug Court Case Management System*/Florida Drug Court Case Management System (FDCCMS)	AOC	Drug Court Case Management system	Existing/Pending
Mental Health Admin Office Case Management System	AOC	Case Management system for tracking/managing defendants' with mental health court ordered evaluations & treatment.	Existing
Veri-Core, For the Record, Court Smart.	AOC	Court reporter systems	Existing
Mentis aiSMARTBENCH	AOC	Judicial Court room viewer	Planned
AOC Datamart	AOC	AOC's principal court case data warehouse	Existing
Expert Wheel Tracking System	AOC	Application to administer active, authorized professional experts for court appointed evaluations. Application provides the next available professional selected for the evaluation.	Existing
Searer Business Technology (SBT) payables system	COC	COC Accounts Payables system used for generating checks	Existing
iNovah Cash Register application	COC	COC Point of Sale Cashiering System	Existing
Attorney Conflict Wheel	COC	Application to administer active, authorized attorneys to be used as Private Court Appointed Attorneys. Application provides the next available attorney selected for assignment.	Existing
NewVision Recording System	COC	Application used for the official recording of book and page notation.	Existing
Criminal Labels System	COC	COC developed application to print out Case file labels for new cases filed/created.	Existing
CJIS IVR - An Interactive Voice Response application	COC	COC application providing voice response searches based on Case Number (Local/State) for Felony & Misdemeanor cases as well as Civil Infractions.	Existing
Jury Pool Administration System	COC	Application administering the overall juror selection process.	Planned

Evidence Vault System	COC	Application tracking the storage and chain of custody of evidence submitted in court.	Existing
Mail Correspondence Tracking System	COC	COC in-house system used to track all public records requests received via mail, email, fax.	Existing
Comprehensive Case Information System (CCIS)	FL Clerks (FCCC)	Secured Internet portal providing a single point of search for statewide court case information	Existing
Offender Based Transaction System (OBTS)	FCCC/FDLE /OSCA	Statewide system that captures and supplies criminal offender & associated case data.	Existing
Summary Reporting System (SRS)	OSCA	Statewide system used for the reporting of judicial workload. Partially fed by OBTS criminal case data.	Existing
Florida Courts e-filing Portal	FL Courts	Web site to official file, electronically, with the COC case related documents	Existing
CountySuite Sheriff	MDPD Civil Process	Application used to administer the serving of Court orders notices, summons, subpoenas, etc.	Existing/Planned
Offender Based Information System (OBIS)	FL DOC	State Corrections offender based tracking system (Probation/Community Control)	Existing
Court Ordered Payment System COPS)	FL DOC	DOC System tracking of defendant probation & restitution payments collected by DOC-PPS	Existing

Appendix A. Access Security Matrix

The Access Governance Board, under the authority of the Florida Courts Technology Commission, is responsible for maintaining the matrix by timely incorporating legislative and rule changes that impact access to electronic court records. Access permitted under the Access Security Matrix applies equally to electronic and paper court records. The Access Security Matrix governs access to electronic court records based upon user roles and applicable rules, statutes, and administrative policies. The matrix performs the following functions:

1. Establishes user groups
2. Establishes access levels
3. Assigns access level for each user group based on case type
4. Assigns access level for all docket codes

User Roles

Access to electronic court records is determined by the user's role and applicable statutes, rules, and administrative policy. Access may be restricted to certain user groups based on case type, document type, or information contained within records. All individuals and entities authorized under these standards to have greater access than the general public must establish policies to protect confidential records and information in accordance with applicable rule and statutory requirements. Remote electronic access may be more restrictive than clerk in-house electronic access.

USER GROUPS	ACCESS PERMITTED	SECURITY REQUIREMENTS
Judges and authorized court and clerk's office personnel	All court records, except those expunged pursuant to s. 943.0585, F.S., with discretionary limits based on local security policy. Each court and clerk must establish policies to ensure that access to confidential records and information is limited to those individuals who require access in performance of their official duties. Access to records sealed pursuant to s. 943.059, F.S., is permitted judges to assist in performance of case related adjudicatory requirements	In-house secure network and secure web access.
Parties	All records in the party's case except those that are expunged or sealed; access may be denied to information automatically confidential under rule 2.420(d)(1), or made confidential by court order, depending upon case type and the language of the order.	Secure access on case-by-case basis. Access by notarized request to insure identity of party
General Public	All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order. No remote access to images of records in cases governed by the Florida Family Law Rules of Procedure, Florida Rules of Juvenile Procedure, or Florida Probate Rules, pursuant to s. 28.2221(5)(a), F.S.	None. Anonymous internet access permitted.
Individuals registered for subscriber service	All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order. Viewable on request remote access to images of records in cases governed by the Florida Family Law Rules of Procedure, Florida Rules of Juvenile Procedure, or Florida Probate Rules, pursuant to s. 28.2221(5)(a), F.S	Secure access through user name and password by written notarized agreement

Attorneys on record	For the purpose of rules 8.010 and 3.130, the Office of the Public Defender is considered the attorney of record at first appearance. All records except those that are expunged or sealed; access may be denied to records or information automatically confidential under rule 2.420(d)(1), or made confidential by court order, depending upon the type of case and the language of the court order.	Secure access through user name and password by written notarized agreement. The gatekeeper is responsible for maintaining authorized user list.
Authorized state or local government agencies	All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order. Access to social security numbers as permitted by s.119.071, F.S.	Secure access through user name and password by written notarized agreement. Agency gatekeeper is responsible for maintaining authorized user list.
Certified law enforcement officers of federal or state law enforcement agencies, including state attorney's offices, and state attorney general's office	All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order. Access to social security numbers as permitted by s.119.071, F.S. Access to HIV test results as permitted by ss. 775.0877, 951.27, and 960.003, F.S. Access to sexually transmitted disease results as permitted by s. 384.29(1), F.S. Access to birth certificates as permitted by s. 382.013(5), F.S. Access to mental health records as permitted by s. 916.107(8), F.S. Access to addresses of domestic violence victims, and identities of victims of sexual and child abuse when originating from law enforcement as permitted by s. 119.071(2), F.S. Access to children and families in need of services records as permitted by s.984.06(3), F.S. Access to juvenile records as permitted by s. 39.0132(4)(a)(1), F.S. Access to juvenile delinquency records as permitted by s. 985.04, F.S. Access limited to law enforcement personnel who require access in performance of their official job duties**.**	Secure access through user name and password by written notarized agreement. Agency gatekeeper is responsible for maintaining an authorized user list.

Department of Children and Families personnel, or authorized service providers of the agency.	All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order. Access to social security numbers as permitted by s. 119.071, F.S. Access to birth certificates as permitted by s. 382.013(5), F.S. Access to children and families in need of services records as permitted by s. 984.06(3), F.S. Access to juvenile records as permitted by s. 39.0132(3), F.S. Access to juvenile delinquency records as permitted by s. 985.04, F.S. Access to records is limited to agency personnel and service providers who require access in performance of their official job duties.	Secure access through user name and password by written notarized agreement. Agency gatekeeper is responsible for maintaining authorized user list.
Commercial purchasers of bulk records.	All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order. No remote access to images of records in cases governed by the Florida Family Law Rules of Procedure, Florida Rules of Juvenile procedure, or Florida Probate Rules, pursuant to s. 28.2221(5)(a), F.S.	Secure access through user name and password by written notarized agreement. Commercial purchaser gatekeeper is responsible for maintaining an authorized user list.
Administrative	Access for administrative purposes only to manage accounts for an organization with multiple users	Secure access to maintain and update user accounts. Gatekeeper can represent an agency under a single notarized agreement.

Access Security Matrix
(May 2015 version 4)

User Role (Subscribers)

Internal Access by Authorization
1. Judges, JA's, Court Personnel, Clerk Personnel

	1

***VOR Statute List (F.S.):

787, 794, 796, 800, 825, 827, 847, 921
VOR is at the case level

Internet Users (External Access):
2. State Attorney
3. Attorney of Record
4. Party Access
5. Public in Clerk's Office and Registered Users
6. General Government and Constitutional Officers
7. Public Internet (Anonymous)
8. Law Enforcement (local state and federal)
9. Attorney General, Dept. of Children and Family
10. School Board (Truancy)
11. Commercial Purchasers of Bulk Records

| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

A. All but expunged, or sealed under Ch. 943
B. All but expunged, or sealed under Ch. 943 or sealed under rule 2.420
C. All but expunged, or sealed under Ch. 943 and sealed under rule 2.420; or confidential
D. All but expunged, sealed or confidential; record images viewable upon request

E. Case number, party names, dockets only
F. Case number and party names only

G. Case number only

H. No access
See Access Details

Case - Charge/Filing Description	PRIVACY	1	2	3	4	5	6	7	8	9	10	11	UCN	Applicable rules and statutes
County Criminal Appeals	P	A	B	B	C	D	C	D	B	C	C	D	AP	Rule 2.420(d) & (f)
County Criminal Appeals Sexual Abuse	VOR	A	B	B	D	D	D	D	B	D	D	D	AP	Rule 2.420(d) & (f); §119.071(2)(h), F.S.; Chs. 794, 796, 800, 827, & 847, F.S.
County Civil Appeals	P	A	B	B	B	D	C	D	B	C	C	D	AP	Rule 2.420(d)
Circuit Civil	P	A	B	B	B	D	C	D	B	C	C	D	CA	Rule 2.420(d) & Rule 1.210
Jimmy Ryce Act	VOR	A	B	B	D	D	D	D	B	D	D	D	CA	Rule 2.420(d); Chapter 119, F.S.; § 394.921(1)&(2), F.S.

Case Type													Code	Authority
Mortgage Foreclosure	P	A	B	B	B	D	C	D	B	C	C	D	CA	Rule 2.420(d) & Rule 1.210
Circuit Civil Private (Sexual Abuse & Medical Malpractice	VOR	A	B	B	D	D	D	D	B	D	D	D	CA	Rule 2.420(d)(1)(B)(xiii); §119.071(2)(h), F.S.; §119.0714(1)(h), F.S. & §28.2221(5)(a), F.S.
Circuit Civil - Trusts (Pre 2010)	P	A	B	B	B	D	C	E	B	C	C	E	CA	Rule 2.420(d)(1)(B); Chapter 119, F.S. & §28.2221(5)(a), F.S.
County Civil	P	A	B	B	B	D	C	D	B	C	C	D	CC	Rule 2.420(d) & Rule 1.210
County Foreclosure	P	A	B	B	B	D	C	D	B	C	C	D	CC	Rule 2.420(d) & Rule 1.210
Felony	P	A	B	B	C	D	C	D	B	C	C	D	CF	Rule 2.420(d) & Chapter 119, F.S.
Felony - sexual cases	VOR	A	B	B	C	D	D	D	B	D	D	D	CF	Rule 2.420(d)(1) & §119.071(2)(h)1.b or c, F.S., Chs. 794, 796, 800, 827, & 847, F.S.
Juvenile Delinquency	P	A	B	B	B	G	G	G	B	G	G	G	CJ	§985.04(1) & (2), F.S.; §985.045(2), F.S.; §985.036(1), F.S. & §985.11(3), F.S.
County Ordinance Infractions	P	A	B	B	B	D	C	D	B	C	C	D	CO	Rule 2.420
County Ordinance - Arrests	P	A	B	B	C	D	C	D	B	C	C	D	CO	Rule 2.420
Probate	P	A	D	D	D	D	D	E	D	D	D	E	CP	Rule 2.410; §28.2221(5)(a), F.S.
Probate Miscellaneous	P	A	D	D	D	D	D	E	D	D	D	E	CP	Rule 2.410; §28.2221(5)(a), F.S.
Criminal Traffic	P	A	B	B	C	D	C	D	B	C	C	D	CT	Rule 2.420(d) & (f)
Juvenile Dependency	P	A	B	B	C	G	G	G	B	B	G	G	DP	Rule 2.420(d); §39.0132(3)&(4)(a), F.S.
Juvenile Truancy	P	A	B	B	B	G	G	G	B	B	B	G	DP	§984.06(3), F.S.
Domestic Relations	P	A	B	B	B	D	C	E	B	C	C	E	DR	Rule 2.420(d); Chapter 119, F.S. & §28.2221(5)(a), F.S.
Domestic Relations Adoption (FINAL)	P	A	G	D	D	G	G	G	G	G	G	G	DR	§63.162(1)(2), F.S. & §63.022(4)(i), F.S.
DR Adoption (while open and pending)	P	A	G	B	D	G	G	G	G	G	G	G	DR	§63.162(1)(2), F.S. & §63.022(4)(i), F.S.
Domestic Relations - Paternity	P	A	B	B	B	D	C	E	B	C	C	E	DR	Rule 2.420(d); §742.011, F.S. & §28.2221(5)(a), F.S.
Domestic Relations - Paternity - sealed	P	A	F	F	F	F	F	F	F	F	F	F	DR	§742.011, F.S.; §742.091, F.S.; §742.16(9), F.S.; §742.031(1), F.S. & §28.2221(5)(a), F.S.
Delayed Birth Certificate	P	A	B	B	B	D	C	E	B	C	C	E	DR	Rule 2.420(d)(1)(B)(vi); §382.025(1), F.S.; §382.0195(1), F.S.& §28.2221(5)(a), F.S.
Name Change	P	A	B	B	B	D	C	E	B	C	C	E	DR	§68.07, F.S. & §28.2221(5)(a), F.S.
Dissolution	P	A	B	B	B	D	C	E	B	C	C	E	DR	Rule 2.420(d); §28.2221(5)(a), F.S.& §61.043(1), F.S.

Case Type														Statute Reference
Repeat Violence	P	A	B	B	D	D	C	E	B	C	C	E	DR	Rule 2.420(d)(1)(B)(xii); §741.30(8)(c)5b, F.S. & §28.2221(5)(a), F.S.
Administrative Support Proceeding	P	A	B	B	B	D	C	E	B	C	C	E	DR	§409.2563(2)(d), F.S. & §28.2221(5)(a), F.S.
Parental Notice of Abortion	VOR	A	G	B	B	G	G	G	G	G	G	G	DR	Rule 8.805(b); Rule 8.835; Rule 2.420(d)(1)(B)(vii); §390.01114(4)(e) & §390.01116
Sexual Violence	VOR	A	B	B	D	D	D	E	B	D	D	E	DR	Rule 2.420(d) & (f), Chapter 119.071(2)(h)1 (b) or (c), F.S. & §784.046(4), F.S.
Termination of Parental Rights	P	A	B	B	G	G	G	G	B	B	G	G	DR	§39.814(3) & (4), F.S.
URESA/UIFSA	P	A	B	B	B	D	C	E	B	C	C	E	DR	Rule 2.420(d) & §28.2221(5)(a), F.S.
Extradition	VOR	A	B	B	C	D	D	D	B	D	D	D	CF	Rule 2.420(d) & (f)
Guardianship	P	A	B	B	C	D	C	E	C	C	C	E	GA	§744.1076, F.S. & §744.3701, F.S.
Guardianship Miscellaneous	P	A	B	B	C	D	C	E	C	C	C	E	GA	§744.1076, F.S. & §744.3701, F.S.
Non-Criminal Infractions	P	A	B	B	B	D	C	D	B	C	C	D	IN	Rule 2.420(d)
Juvenile Miscellaneous	P	A	B	B	G	G	G	G	G	G	G	G	DP	§985.04(1) & (2), F.S. & 985.045(2), F.S.
Financial Miscellaneous	P	G	B	G	G	G	G	G	G	G	G	G	MM	Rule 2.420(d) & Chapter 119, F.S.
Miscellaneous Firearms	P	A	B	B	B	D	C	D	B	C	C	D	MM	Rule 2.420(d); Chapter 119, F.S. & §790.065(4), F.S.
Baker Act	P	A	B	B	B	D	D	E	C	D	D	E	MH	§394.4615, F.S.
Substance Abuse - Emergency Admission	P	A	D	B	D	D	D	E	D	D	D	E	MH	§397.501, F.S.
Substance Abuse cases filed pre 10-1-2010 disabled	P	A	B	B	D	G	G	G	G	G	G	G	MH	§397.501, F.S.
Incapacity	P	A	B	B	B	D	C	E	C	C	C	E	MH	Rule 2.420(d); Chapter 119, F.S. & §744.3701, F.S.
Misdemeanor	P	A	B	B	D	D	C	D	B	C	C	D	MM	Rule 2.420(d)
Misdemeanor - sexual cases	VOR	A	B	B	D	D	D	D	B	D	D	D	MM	Rule 2.420(d) & §119.071(2)(h), F.S.
Municipal Ordinance Infraction	P	A	B	B	B	D	C	D	B	C	C	D	MO	Rule 2.420(d)
Municipal Ordinance Arrest	P	A	B	B	B	D	C	D	B	C	C	D	MO	Rule 2.420(d)

Misdemeanor-Misc	VOR	A	B	B	D	D	D	B	D	D	D	MM	Rule 2.420(d)
Parking	P	A	B	B	D	C	D	B	C	C	D	CO	Rule 2.420(d)
Small Claims	P	A	B	B	D	D	D	D	D	D	D	SC	Rule 2.420(d)
Traffic Infractions	P	A	B	B	D	C	D	B	C	C	D	TR	Rule 2.420(d)
Any case marked sealed	S	A	G	G	G	G	G	G	G	G	G		Any case that has a SEALED Privacy at the case level
Any expunged case	E	H	H	H	H	H	H	H	H	H	H		Any case that has an EXPUNGED Privacy at the case level
Sealed Family Law Case	S	A	G	B	B	G	G	G	G	G	G		Case by case basis giving Party/Attorney access

***Viewable on Request (VOR) - to ensure that information is properly removed prior to public access, some case types and document types have a special electronic security called viewable on request. Selecting an image of a court document in cases or documents coded viewable on request will not allow the user to view the record at that point. Instead, a request is generated to a clerk, who performs a second examination of the document to remove personal identification information and information about the victims of sexual or child abuse crimes. After the clerk has completed, the requestor then receives a notice that the document is available for viewing. Once a document has been requested and reviewed, it is available for all future access without requiring a request/review.

Access Level Descriptions

Access To: → Access Level: ↓	Case & Docket Data			Images						Old Courtview Description
	Case #	Party Names	Docket & Case Information	View Public	View Document Level VOR	View Case Level VOR	View Confidential	View Sealed	View Expunged	
A	Y	Y	Y	Y	Y	Y	Y	Y	-	All but expunged (Expunged/sealed under Ch. 943)
B	Y	Y	Y	Y	Y	Y	Y	-	-	No expunged or Sealed (Civil sealing Rule 2.420 and includes redactions)
C	Y	Y	Y	Y	Y	Y	-	-	-	No expunged, sealed, or confidential
D	Y	Y	Y	Y	REQ	REQ	-	-	-	No expunged, sealed, confidential, or viewable on request
E	Y	Y	Y	-	-	-	-	-	-	Case Number, Name, Dockets only
F	Y	Y	-	-	-	-	-	-	-	Case Number, Name only
G	Y	-	-	-	-	-	-	-	-	Case Number only
H	-	-	-	-	-	-	-	-	-	No Records

REQ = Must REQUEST the VOR before being permitted to view the document